

## Secondary Instructor Verification of Employment

One of the requirements for granting credentials to instruct Career & Technical Education is the verification of successful occupational work experience **(program specialization hours will vary)** in the field. Therefore, it is necessary that you furnish the following information:

***To be completed by applicant:***

Full Name (Print) _____ Soc.Sec.Number: _____
Address: _____
City, State: _____
Zip + 4digits: _____
Making Application for a certificate to teach _____ at _____ <div style="text-align: center; margin-top: -10px;">(Occupational Area)                      (Institute Name)</div>
in _____. <div style="text-align: center; margin-top: -10px;">(City)</div>

***To be completed by employer:***

The above named person was employed by us from _____ to _____, for a <div style="text-align: center; margin-top: -10px;">(date)                      (date)</div>
period of _____ weeks. Average hours per week: _____.(past 5 years only).
This person was employed as a/an _____. <div style="text-align: center; margin-top: -10px;">(Job Classification)</div>
Job Description: _____ <hr style="border: 1px solid black; margin-top: 5px;"/> <hr style="border: 1px solid black; margin-top: 5px;"/> <hr style="border: 1px solid black; margin-top: 5px;"/>
Firm Name: _____ Signature: _____
Address: _____ Title: _____
City, State, Zip: _____ Date: _____

***Return this form to:***     Becky Nelson  
                                      Office of Career & Technical Education  
                                      700 Governors Drive  
                                      Pierre, SD 57401-2291